

L.U.E.G. PROGRAM MANAGER
(Unclassified Management)

DEFINITION:

To plan, coordinate, manage, and monitor the progress of a major program or project in a department within the Land Use and Environment Group (LUEG); and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified management class responsible for directing and managing all activities related to a departmental project or program. Incumbents in this class formulate, recommend, and administer policy and procedure for a particular program or project in a department or across multiple departments within LUEG. This class is responsible for managing all activities and directing personnel assigned to a major project or program within LUEG.

EXAMPLES OF DUTIES:

Plans, organizes, directs, and manages all activities of a major section, program, or project within a department or across multiple departments in LUEG; develops, makes recommendations, and implements County policy and procedure; directs development and implementation of short and long-range Countywide and departmental plans and objectives related to the functions of a section, program, or project; directs development, implementation and monitoring of appropriate performance indicator data collection and analysis; monitors progress toward accomplishing objectives; reviews and evaluates work, risks, and progress, and implements needed changes; reviews and negotiates contracts as needed for outside services or equipment; oversees the budget and monitors revenue and expenditure transactions; prepares executive and technical reports and correspondence; acts as a liaison with other public and private agencies and provides information as needed to County and non-county departments, agencies, and the public; performs special studies and projects as assigned; may supervise subordinate managers, supervisors, and staff; and may act in the absence of senior or executive management.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Project management, civil engineering, land surveying, or construction management theories, procedures, and methods.
- Modern management principles, techniques, and tools for planning, administering, designing, developing, and delivering a major program, service, or project.
- Federal, state, and local regulatory codes related to program or project activities and operations.
- Principles, practices, and tools for effective supervision, training, and communication.
- Principles and theory of public administration, including general administration and human resources management.
- Principles, practices, and methods of fiscal and budgetary management and accounting (including activity-based costing and cost/profit center accounting).

- Principles and tools for implementing performance measurement, quality and productivity improvement (including business process reengineering, gain-sharing and managed competition), organizational development and change management, and employee relations.
- Contract negotiations and administration.
- Principles of process improvement.
- Uses and deployment of automated information systems.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, and direct the activities of a major section, program, or project.
- Understand in depth the day-to-day operations of the program or project.
- Identify and resolve operational problems.
- Develop and implement departmental policy and procedures.
- Prepare budget, monitor revenues and expenditures, identify risks and mitigating actions, and implement corrective actions.
- Establish appropriate performance indicators to track the section's work products in terms of both output and outcome (cost effectiveness, schedule adherence, and quality).
- Coordinate activities with outside jurisdictions and public/private agencies.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give presentations on the programs or projects functions, activities, and issues.
- Communicate effectively.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from government, industry, media and other agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience that clearly demonstrate the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree from an accredited college or university, or certified equivalency for foreign studies in engineering, business, public administration, or a closely related field; AND, five (5) years of program/project related management-level experience. Experience in a public regulatory agency is desirable.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

For some positions, registration by the State of California as a Professional Engineer (Business and Professional Code, Section 6730) or Professional Land Surveyor (Business and Professional Code, Section 8725) may be required.

A valid California Class C driver's license or the ability to arrange transportation for field travel is required at the time of appointment and must be maintained throughout employment. Employees in this class may be required to use their personal vehicle.